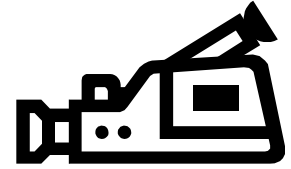


Video- & audio-recording options Participant information sheet



Patients and GPs taking part in the GoalPlan study need to consent to a recording of their care plan consultation(s). Analysing the recording(s) will help the research team to understand what is helping or hindering care plans and goal setting goals.

This information sheet describes more options for video- and audio-recording.

- You are invited to have your care plan consultation(s) with your GP video or audio recorded. In addition to use of the recording(s) within the GoalPlan study, you can agree to your recordings being used for other purposes, including teaching and research.
- We will only make the type of recording that you consent to and we will only use the resultant recordings in the way that you have agreed.
- Before you decide whether to agree to the video or audio recording options, it is important for you to understand the purpose of the recordings and how they will be carried out.
- Please take time to read the following information carefully. Discuss it with friends and relatives if you wish. Please ask us if there is anything that is not clear, or if you would like more information.

Why have I been invited to consider video- and audio-recording options?

Recording of your appointment(s) with your GP is part of the GoalPlan study that you have been invited to participate in. If you decide to take part in the study, you will be asked to specify the ways in which the recordings can be used. **Please see the main patient participant information sheet for further general details about the GoalPlan study.**



VIDEO RECORDING OPTIONS

Do I have to agree to a video-recording?

No, **taking part in video-recording is entirely voluntary**. If you decide to take part in a video-recording and then change your mind, you can ask for the recording to stop at any time. Whether or not you take part in the video-recording, you will still get the usual services from your GP.

What does video-recording involve?

It will take a few minutes for your GP to set up the video camera before your care plan consultation, so that you and your GP can be seen and heard clearly on the recording. We will try to make sure that video-recording causes as little disruption as possible to the care plan appointment.

Are there any possible risks with taking part in video-recording?

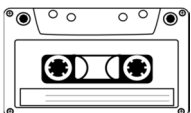
We will make every effort to reduce the impact of video-recording and will use a small video recorder.

What are the possible benefits of taking part in video-recording?

Video-recordings are a richer source of information than audio-recordings, as they show non-verbal communication and reveal more about the interaction. If you take part in video-recording you will contribute valuable data that will help us to make an in-depth comparison of how goal-setting consultations work compared with usual care plan consultations.

Will my taking part in video-recording be kept confidential?

If you take part in video-recording **your voice will not be altered** and **your face will not be obscured**. However, we will remove any references to people and place names that occur in the recording. The video-recordings will be transcribed and analysed by members of the research team. Your name will not be used in the transcriptions; you will be identified by a unique number.



AUDIO RECORDING OPTIONS

Do I have to agree to an audio-recording?

Yes, if you consent to take part in the GoalPlan study, your care plan consultation(s) with your GP will be audio-recorded as a **minimum** requirement.

What does audio-recording involve?

The GP practice will set up the audio-recorder so that you and your GP can be heard clearly on the recording, then the consultation will proceed as normal.

Are there any possible risks with taking part in audio-recording?

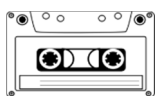
If you feel uncomfortable at the prospect of your care plan consultation(s) being recorded and analysed, you may choose not to take part in this research.

What are the possible benefits of taking part in audio-recording?

If you take part in audio-recording you will contribute valuable data that will help us to make a comparison of how goal-setting consultations work compared with usual care plan consultations.

Will my taking part in audio-recording be kept confidential?

If you take part in audio-recording **your voice will not be altered**. However, we will remove any references to people and place names that occur in the recording. The audio-recordings will be transcribed and analysed by members of the research team. Your name will not be used in the transcriptions; you will be identified by a unique number.



WHAT WILL HAPPEN TO THE RESULTING VIDEO- OR AUDIO-RECORDING(S) AND TRANSCRIPTIONS?

The research team will ensure that all information gathered during the study is stored in accordance with the Data Protection Act 1998. The recordings and transcriptions will be kept in electronic format on secure computer servers, and will be password protected. They will be kept for 15 years after the study finishes.

In addition to using the video- or audio-recording(s) for analysis within the GoalPlan study, we also invite you to consider whether you agree to the recording(s) being used for other purposes. **These are entirely optional**, and the **video- & audio-recording options consent form** enables you to specify which of these uses you agree to. The recordings will only be used if both you and the GP consent.

- **Use of clips in presentations about the GoalPlan study**

If you consent to this option, clips from the video- or audio-recording(s) may be used in presentations about the GoalPlan study to professional audiences of researchers, health and social care staff, and trainees. Video and audio clips can often help to put across the findings of research in a much clearer way than when using words only.

- **Use of recordings and transcriptions for future research**

The video- and audio-recordings produced as part of the GoalPlan study, and transcriptions from those recordings, are a valuable source of information. If you consent to this option, we would like other professional researchers in the field of health and social care to have the opportunity to study these recordings and transcripts in future research.

- **Use of recordings and transcriptions for teaching**

If you consent to this option, the video- and audio-recordings, and transcriptions from those recordings, may be used in teaching. This would include communication skills training with health and social care staff, trainees, and researchers.

What if there is a problem?

If you want to withdraw from the study, you can do so at any time without giving a reason. Information collected can be erased before it is analysed by the research team, and cannot be erased once it has been used in the project analysis. If you have a complaint about the study or how you have been treated, please contact your general practice or the research team in the first instance. If you wish to speak to someone not directly involved in this study, please contact the research sponsor's representative at NHS South Norfolk Clinical Commissioning Group, tel: 01603 257009, email: snccg.RandDoffice@nhs.net.

Thank you for taking the time to read this information sheet.

How to contact us

If you have any questions about audio- or video-recording in this research, please contact the study researcher or the project lead. Their contact details are provided below:-

- Liz Lenaghan (Researcher)
Tel: **01603 591694**, goalplan.study@nhs.net
- Professor Nick Steel (Project Lead), n.steel@uea.ac.uk